

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
November 17, 2011
8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy; Secretary and Treasurer; Ms Hall, Assistant Treasurer; Kathleen Ward, Commissioner; Ms Fields, Executive Director.

The meeting was called to order at 8:34 a.m. by the Chairperson.

MINUTES

The Chairperson declared the minutes of the October 20, 2011 Annual Meeting and the notes of the Executive Session "accepted without objection."

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

Ms Fields received a communication from Mr. Eddy regarding a Freedom of Information Training for town employees. Ms Fields shared the information with the Board for anyone who might be interested in attending. Ms Fields stated she will be attending.

Ms Fields reported that CHFA approved the budgets and rent increases as submitted for Holinko Estates and Wright's Village for 2012.

Ms Fields reported that RAP assistance has been approved for all income eligible residents based on the July 1, 2011 rent roll. Currently, there will not be enough funds to cover all income eligible residents from January through June of 2012. Ms Fields will report further on this at a future meeting.

REPORTS OF THE DIRECTOR

Bills

A motion was made by Ms Hall and seconded by Mr. Simonsen to approve the October bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Ms Ward to approve the September Financials. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Simonsen and seconded Ms Ward to approve the October Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Surveys

Mr. Simonsen completed the analysis of the survey and copies were distributed to all Board members. With close to an 80% response rate, the surveys showed there to be a high level of satisfaction with the management and services currently being provided by the Housing Authority.

Human Services Advisory Committee

Ms Fields stated that the At Risk/Special Needs Applications provided by Mr. Eddy from Human Services were distributed to all Wright's Village residents.

Mr. Eddy reported that the current overseer of the McSweeney Senior Center stated that it will become a Windham Senior Center rather than a regional senior center, but will be open to all. Mr. Eddy also suggested that with the status of the McSweeney Senior Center changing so rapidly, it might be best to read the Willimantic Chronicle or the last minutes of the McSweeney Senior Center Board Meeting for the latest information.

Mr. Eddy shared with the Board that during Storm Alfred, the Red Cross started setting up the Community Center as a shelter within hours of the power loss.

AD HOC COMMITTEE REPORTS

Holinko Paving and Landscaping Committee

Paving Project

Ms Fields informed the Board that she had met with the contractor and Lenard Engineering on November 9, 2011. After talking the with contractor and Lenard Engineering, Ms Fields decided to sign the contract, however, the work will not be started until April 1, 2012. In making this decision, the lateness in the year for pouring concrete and paving, the additional damage that the curbing will sustain by the plow this winter, the long lead time (10 -12 weeks) for the bus shelter and, the inability to seal coat and strip the parking area were all taken into consideration.

Building 5 Steps and Covered Entry Project

Ms Fields stated that because the building was over 5,000 square feet, the building plans would require an architect's stamp. Mr. Briggs received the architecturally approved plans on November 11, 2011. He expects to start the project today or tomorrow. An additional post will be required at the top of each staircase on both sides which will result in a slight increase in price. Ms Fields sent a memo out to all residents in Building 5 regarding the project and the start date. There has already been positive feedback from some residents.

Increasing Affordable Housing Committee

Privileged Communications (Executive Session)

Ms Fields raised an issue which dealt with privileged communications. The Chairman responded that the issue should be considered in executive session.

A motion was made by Mr Simonsen and seconded by Mr. Eddy to invite Ms Fields to the Executive Session and to go into Executive Session at 9:55 a.m. Motion approved unanimously.

The Board came out of Executive Session at 10:28 a.m.

Policy Review Committee

The committee will not meet until after the new year.

UNFINISHED BUSINESS

ARRA Weatherization Program

Ms Fields set up a meeting with the Access Agency and Fred Doten to create a punch list of items that need to be completed on the installation of the heat pumps. There is still outstanding work to be completed including replacing thermostats and fans in bathrooms and kitchens. The removal of current air conditioning units and sealing the holes where the air conditioners were placed in the wall has been completed.

New Mower/Plow

The new John Deere was delivered and the Gravely was sold.

NEW BUSINESS

None

NEXT MEETING DATE

No change

OTHER BUSINESS

Unoccupied Unit Policy

Ms Fields presented changes to the Unoccupied Unit Policy resulting from a discussion with DECD and CHFA.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to accept the Unoccupied Unit Policy. Motion approved unanimously.

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:40 a.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson